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- 2. Terms in this Procedure have the meaning given to them in the Code, unless they are expressly defined otherwise in this Procedure.
- 3. The Code and this Procedure do not preclude any member of the Queen»s community impacted by non-academic misconduct from pursuing criminal or civil action, nor from reporting the case to an applicable professional licencing or regulartory body, nor does it preclude Campus Security and Emergency Services staff from carrying out their responsibilities.
- 4. A Case Manager may divert a case from the NAM System, to be addressed under the University's or other applicable University policies.
- 5. Cases involving sexual violence will typically be addressed under the \_\_\_\_\_

**Elements of Procedural Fairness** 

13. All non-academic misconduct cases managed by all NAM Units will follow the elements of

a summary of the Incident Report. The Case Manager may schedule a meeting to receive their response or ask for a written response to the Incident Report.

proceeding.

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- 26. If the Case Manager determines that no informal resolution is appropriate or possible, then the Case Manager will initiate an investigation to determine if further action is warranted. Normally, the investigation should start within 14 days after receipt of the Incident Report.
- 27. The Student Conduct Office may engage an external investigator, in consultation with Legal Counsel and Assistant Dean Support Services & Community Engagement, as appropriate.
- 28. An investigation will include at a minimum:

a)

- proceed with an investigation without the Respondent's participation;
- draw any reasonable conclusions and make findings of responsibility based on the information that is collected and available; and,
- will communicate and impose any outcomes or sanctions(s) as based on available information.

writing of their decision, including their reasons for the decision and any sanctions(s),

- accordance with the Record and Retention Schedule. Specific Case Records may be retained for a longer period.
- b) all Case Records and related documentation must be maintained, and destroyed, in compliance with the Ontario Freedom of Information and Protection of Privacy